

## Sample Request Letter:

### My Institution or University Letterhead

From:

Dr. Samuel A. Paroxysm

123 Any Street

Any Town, Any State

Tel. (456) 789 0123 Fax (456) 890 1234

email [anyone@wherever.edu](mailto:anyone@wherever.edu)

ThisMonth 6, 2010

TO:

NIH Animal Genetic Resource

National Institutes of Health

Building 14F, Room 101

14 Service Road South, MSC 5590

BETHESDA, MD 20892-5590

USA

Dear Sirs,

I request breeding stock from BN/SsN, DA/PitN, DA.F334(Cia1), and DA.F334(Cia3) foundation colonies established as part of the NIH Animal Genetic Resource.

The breeding stock will be used to produce animals for an ongoing research project to examine cytokine production before, during, and after induction of experimental autoimmune encephalomyelitis.

Mr. Andy Bateman of my laboratory will be the Consignee and coordinate the receipt of the animals. He can be reached at the address and fax number listed above and by telephone at (456) 789 0125 (Emergency contacts: pager (456) 987 3210, cell (456) 789 5678). Mr. Bateman will also coordinate the billing for the cost of shipping the animals to our laboratory.

We agree to acknowledge in any future publications the use of descendants these animals as requested in the instructions.

Our institution has filed an Assurance of Compliance with Public Health Service Policy on Humane Care and Use of Laboratory Animals with the NIH Office of Protection from Research Risks (OPPR Assurance File Number A12345). We will comply with all institutional

requirements for acquiring the animals and provide you with a letter from our Institutional Veterinarian verifying that all necessary approvals have been granted to receive the animals.

If you have any questions concerning this request, please contact me at the above address or telephone number.

Sincerely Yours,

*Your Signature*

Your Name (typed)

Your Position